Abbot Academy

Information
Suggestions and Regulations

1938

Calendar

1938 - 1939

Tuesday, September 27
Arrival and registration of New Resident Students
before 6 p. m.

Wednesday, September 28
Registration of all Day Students, 9 a. m.
Registration of Reentering Resident Students
before 8 p. m.

Thursday, November 24
Thanksgiving Holiday

Tuesday, December 20, 10 a. m. to

Monday, January 9, 8 p. m.
Christmas Holidays

Monday, February 6
Beginning of Second Semester

Thursday, March 23, 10 a. m. to

Wednesday, April 5, 8 p. m.
Spring Holidays

Saturday, May 6
Abbot's Birthday

Monday, June 5
Commencement

Wednesday, June 7, to Saturday, June 17
College Entrance Examination Review Period

Saturday, June 17, to Saturday, June 24
College Entrance Board Examinations, at the school

Principal's Greeting

You are about to enter upon a new life. Even though you may have been away from home before, some perhaps as pupils in other boarding schools, you will find at Abbot a new environment, new living conditions, new friends. This is an opportunity that occurs only a comparatively few times in each person's life. I would urge you to think quietly and seriously about it. If, either in your associations with people or in your school work heretofore, you have not been as successful and as happy as you might have been, you can now begin again and, in the light of past experience, achieve greater success and fuller happiness. If so far you have met no obstacles, realize that you may meet them now, but welcome them as a challenge to your ability and to your will.

As you begin your life at Abbot I would give you these few simple admonitions. If you keep them in mind and follow them I am confident that you will come to love Abbot and bring honor to your school:

> Be interested in other people; make an effort to meet them more than half way; but never lower your own standards for the sake of temporary popularity.
>
> Accept the truth that success in school work, in sports, or in any phase of life comes only by honest effort, and that happiness comes as a natural by-product of such effort.
>
> Recognize the fact that no community can prosper without law and order and that laws are the means by which true freedom for the majority is attained.

Start from the first day to abide by the laws of your chosen community—Abbot Academy—and you will soon find that within these laws lie not only your best hope of success but also sufficient freedom for happiness.

Abbot is to be your home for much of the year for several years. Every member of the faculty—including the principal—is interested in every girl at Abbot. Never hesitate to go to one of them for advice, for help, for understanding, whatever your need may be.

Give to Abbot the best you have and are, and Abbot will in turn give to you richly of its resources, of learning, of beauty, of tradition.

MARGUERITE HEARSEY

The Student Association

Every girl who is enrolled at Abbot becomes automatically a member of the Student Association. The purpose of this Association is "to promote real interest in the school and to develop, in each member, increased responsibility for its welfare."

The *Executive Board* of the Association consists of the officers of the Association; and the presidents of the Senior Class, of the Christian Association, and of the Athletic Association. *The Student Council* consists of the members of the *Executive Board*; the vice-presidents of the Senior Class, of the Christian Association; and the president, and class representatives of each organized class below the Senior Class. All of these officers are elected by popular vote so that the Council and Executive Board are thoroughly representative.

The Student Association co-operates with the faculty in the maintaining of order, in obtaining support of all school regulations and in developing the capacity of self-government.

The Daily Program

MONDAY - FRIDAY

6:45	Rising Bell
7:25	Breakfast
8:15	Chapel
8:30 — 9:15	Class Period I
9:18 — 10:00	Class Period II
10:03 — 10:45	Class Period III
10:45 — 11:00	Tiffin
11:00 — 11:45	Class Period IV
11:48 — 12:30	Class Period V
12:33 — 1:15	Class Period VI
1:20	Luncheon
1:50 — 4:05	Sports and Recreation

(Wednesday—school tea in winter months 4:00 - 4:30)

4:30 — 5:15	Class Period VII and Study Hour
5:18 — 6:00	Class Period VIII and Study Hour
6:15	Dinner
7:15 — 7:30	Silent Time
7:30 — 9:00	Study Hour
9:45	Lights out Monday through Friday

On Friday Evenings The Following Schedule is Observed

7:00 — 8:00	Hobby Hour or Society Meetings
8:00 — 9:15	Calling Hour
9:45	Lights out

Saturday

7:30	Rising Bell
8:00	Breakfast
9:15	Room Inspection
9:15 — 10:45	Study Hour
12:30	Luncheon
6:15	Dinner
Evening	Entertainments or Recreation
9:30	Lights out

Sunday

8:30	Rising Bell
9:00	Breakfast
9:30 — 10:00	Silent Time
10:30 and 10:45	Church
1:00	Dinner
2:30 — 5:00	Quiet Hour
6:00	Supper
7:00 — 7:30	Silent Time
7:30	Vespers
8:15 — 9:00	Quiet Hour
9:30	Lights out

Special Residence Regulations

Every student must go to all meals, classes, study hours, chapel exercises, and entertainments unless she is ill; if ill, she must report at once to the nurse.

Class Periods

Between classes students are expected to pass quietly and directly from one appointment to the next. Day students study in the study hall.

Tiffin

All students are requested to take Tiffin, as the time between breakfast and luncheon without some refreshment is too long for physical and mental efficiency.

Study Hours

In the evening study hours all girls may study in their own rooms so long as their conduct and their work is satisfactory. In the morning and afternoon study periods all girls except seniors are required to attend study hall. Girls in lower classes who have made the Honor Roll at mid-years are excused from attendance at study hall during the second semester as long as their work continues to be of Honor Roll quality. Library work should be done in the morning and evening study periods.

Quiet Hours

During these hours the halls are absolutely quiet and no visiting is permitted.

Silent Time

These brief daily periods are an old custom of the school.

They insure for everyone at least a few minutes of silence and solitude free from any interruption. It is possible to make them moments of spiritual and mental refreshment. During these periods each girl remains in her own room.

Recreation and Unscheduled Periods

Every girl has two scheduled sports hours a week in the afternoon and must take at least an hour's exercise every day except Sunday.

Girls whose conduct is satisfactory are allowed to go downtown several times a week.

Saturdays

On Saturdays after the morning study hour, all girls are free for the rest of the day unless detained by a teacher to do make-up work. Girls may not go to the Main Street on Saturdays except between eleven and twelve-fifteen, but frequently opportunity is given to attend the local moving picture house in the afternoon. With permission girls may also have luncheon at the Manse and at the Kirkshire.

Trips are often planned for Saturday, either to interesting historical places or to Boston to attend a play or some other entertainment. Girls are advised to make savings from their allowances for these special occasions. All such trips are chaperoned either by a school chaperon or by a chaperon approved by the girl's family and the school.

On two Saturdays in the fall term and the winter term, and one in the spring term girls may obtain special permission to go to Boston to meet their families or adult friends of the family leaving on the 11:21 train and returning on the 5:14, or if by automobile returning to Draper Hall by 6:00 p. m.

After mid-years two seniors may go to Boston unchaper-

oned; on such a trip a senior may take her younger sister but no other younger girl.

On Saturday evenings there is usually an entertainment of some sort at the school. Resident students are expected to attend all of these functions, and the day pupils are requested to attend whenever possible.

Sundays

All resident students are required to attend church on Sunday morning unless formally excused by the corridor teacher or nurse. Excuses must be obtained before 10:00 a. m. on Sunday morning, and girls who have been granted these excuses may not accept invitations to leave the school later in the day, nor may they play tennis nor go horseback riding that day.

On the first Sunday of the month girls who are members of the Episcopal Church may attend early service.

Also on the first Sunday of the month girls who are Unitarians have the privilege of attending the service at the Unitarian Church in North Andover.

During the Sunday afternoon Quiet Hour those who wish to do so may go out for recreation—walking, horseback riding, or tennis, but those who remain in the building are expected to stay in their own rooms so that quiet may be assured for all who wish it. When the weather makes it impractical to be out-of-doors, some change in the schedule may be announced.

Visitors and Callers

The guest entrance must be used by all callers, families as well as friends.

Parents and friends (not boys) may call on Saturdays between 11:00 a. m. and 8:00 p. m.

On Sundays parents may take their daughters and a friend or two out for dinner provided the girls do not leave until after church and return by 4:00 p. m. The number of Sunday dining-out permissions is limited to one a month.

Parents from a distance who are in town for only a short time may take their daughters and a friend or two out for luncheon or dinner on school days, provided no school appointment is interfered with. These times ordinarily are only from 1:15 to 2:00 and from 6:00 to 7:15.

Permission must be obtained before taking visitors to student rooms.

Boys from Phillips Academy and other boys on a calling list approved by the girl's parents may be received on Friday evenings from 8:00 to 9:15 p. m. Girls are not permitted to meet or converse with boys outside the school except under conditions planned for and approved by the Social Office.

Calling and Visiting in Town

Resident students are not allowed to call at any house in town without permission. This regulation applies also to the homes of day students.

With the permission of the Social Office girls may accept invitations for luncheon or dinner on Saturdays at homes in the vicinity, but must return in time for whatever program is scheduled at the school, or if no program is scheduled, they must return by 9:00 p. m. and must be chaperoned in the evening to Draper Hall.

With the permission of the Social Office seniors may accept invitations to dinner on Sunday in the vicinity, but may not

leave until after church and must return by 4:00 p. m. Driving is not included in this permission except to and from the destination with an approved chaperon. The number of Sunday dining-out permissions is limited to one a month.

Automobiles

Resident students may not drive with day students nor with any other young people of school or college age without an older person in the car. A girl may not leave or return to the school at any time, including week-ends and vacations, with a boy alone. Permission for driving *under any circumstances must always* be obtained from the Social Office.

Senior Privileges

Seniors have the privilege of studying in their own rooms during the morning, afternoon, and evening study hours.

Seniors may use the Senior Room at all times except during quiet hours and silent time.

Once a month Seniors may accept invitations to Sunday dinner in Andover or in the vicinity after having obtained the permission of the Social Office; they may leave after church and should return by 4:00 p. m.

After dinner coffee is served in the Senior Room the first Sunday in the month.

After mid-years Seniors are allowed to go to Boston unchaperoned if accompanied by at least one other Senior.

Good Citizenship

Health

Every morning the nurse goes through the halls and calls on girls in rooms where the infirmary card has been hung on

the door. Students indisposed in any way are urged to put out the card and remain in their rooms until the nurse has called.

Students may go to the infirmary at any time it is necessary, but a report either in person or by note should be left with the corridor teacher. Those who have been in the infirmary must not leave without permission, nor may they leave the grounds that day without special permission.

Punctuality

Punctuality is expected in the keeping of all appointments.

If late to a meal, a girl must sign her name in the book provided for the purpose in the dining room.

If late to Chapel, a girl will not be admitted and must accept the penalty of absence. Attendance will be taken by student proctors at Chapel.

Order

The appearance of the buildings and grounds should be a matter of interest and pride to all members of the school. Neither scraps of paper nor any other litter should be dropped on the lawns or walks. All curtains should be tied firmly in place to give a uniform and orderly appearance to the windows. Shades must be drawn as soon as lights are put on.

Public rooms and the furnishings in them should be used as if they were rooms in a home. Special care should be exercised in the use of ink. Shaking fountain pens often makes spots that can be removed only be refinishing. Washable ink which may be obtained at the school bookstore must be used at all times.

In the dining-room, during times of recreation, and in all unscheduled hours reasonable quiet, order, and courtesy are

to be maintained. Boisterous conduct, shouting and whistling in the corridors, and calling from windows are subject to reproval.

Quiet is to be strictly observed in the library at all times.

Dress

Simple sports clothes are worn during the day. Socks may be worn for sports. Stockings are required for all other times. Sleeveless or backless dresses or halters are not allowed at any time. Shorts (play suits) of approved design must be worn for tennis. These are included in the gymnasium outfit to be ordered from Wright and Ditson.

All girls are expected to dress for dinner before the beginning of the afternoon study hour. Separate sweaters and skirts are not permitted for dinner. A long dinner dress is required for special occasions. For girls under fifteen an afternoon dress may be substituted for the long one.

The use of cosmetics of any sort is forbidden in general. Natural color nail polish, however, is allowed. For some occasions the two upper classes will be given permission to wear a moderate amount of lipstick.

During the day hats must be worn whenever students leave the school grounds. Bandannas may not be substituted for hats nor worn under them.

Fur coats may not be worn except on Sundays or for extremely cold weather.

Arrangement and Care of Rooms

Pictures are to be hung from mouldings and no thumb tacks, pins, or stickers are to be used on walls or mouldings.

Students make their own beds and take care of their rooms. Beds must be made and rooms put in order before Chapel,

and a careful cleaning must be given each room at least once a week.

Visiting and inspection of rooms is made at frequent intervals.

No paint, varnish, turpentine, nor any inflammable liquids are to be used in students' rooms. No electric appliances may be attached except by permission. Any changes of cords, or of bulbs, or other attachments will be attended to by the electrician. Request for such service is to be written on the pad on the corridor bulletin board.

Any damage to rooms or school property incurred by carelessness or negligence of school regulations will be charged to the girl's account.

Lights must be turned off on leaving rooms.

Bathrooms must be orderly. Do not leave the bathroom with water turned on. A fine of $1.00 will be charged for the overflowing of tubs and basins, and in case of actual damage the cost of repairs must be met.

Basins and tubs in the bathrooms must not be used for washing any articles of clothing. The school laundry may be used by students at stated times.

Week-Ends

Each girl, if her work is completed to the satisfaction of her teachers, may take one week-end away from school before the Christmas holidays, one between the mid-year examinations and spring vacation, and one between spring vacation and Commencement. No leave will be granted for week-ends immediately before and after vacations, immediately preceding mid-year and final examinations, and for Saturday, May 6th, at which time Abbot's birthday is celebrated in some way

which requires the presence of all the students at the school.

Of these week-ends two begin Saturday morning after breakfast, at 8:45, and end Sunday at 7:00 p. m.; and one, "the long week-end," may begin after luncheon on Friday.

A girl whose conduct has been entirely satisfactory and who is on the Honor Roll at mid-years may take an extra Saturday night week-end during the second semester.

Late returns from week-ends are not excused except for actual emergencies.

A girl may have special leave of absence to attend the wedding of a member of the immediate family, or of a friend if she is in the wedding party, and if her work is not below passing. This will not be counted as a regular week-end.

Except under conditions sanctioned by the school as well as by a girl's parents, permissions for overnight absence will be given only to visit in private homes. Invitations to dances at boys' preparatory schools may be accepted if chaperonage conditions are approved by the Social Office. Ordinarily, permission will not be granted to attend any functions at men's colleges.

If a student is planning to leave school for a week-end with friends in an automobile, specific and definite approval from home of this arrangement must be received by the Social Office, unless a school chaperon is to be in the car. Final approval of chaperonage plans must remain with the school. Usually chaperons under twenty-five years of age will not be approved.

Ordinarily, girls whose parents are in Andover for a week-end and who wish to be with their parents for more than the regular Saturday leave must count this as one of their three

week-ends, whether or not Saturday night is spent at the school.

Recording Of Leaves

Before a student leaves the school for a meal or for any overnight absence, permission must always have been obtained and a record of that permission left in the Social Office as well as with the corridor or house teacher. On returning to school from an overnight absence or from a day's absence from Andover, every girl who has been away must report in person to the teacher on duty in the Social Office before she goes to her room.

Miscellaneous

Telephoning

Telephone calls may be *received* at the following times:

Mondays through Fridays

7:45 - 8:15 a. m.
1:45 - 2:15 p. m.
7:00 - 7:15 p. m.

Saturdays

8:45 - 9:15 a. m.
7:00 - 8:00 p. m.

Sundays

10:00 - 10:30 a. m.
1:45 - 2:30 p. m.
8:30 - 9:00 p. m.

Outgoing calls may be made at the above hours and also, if necessary, on Saturdays and Sundays during recreation hours.

Girls are not permitted to talk over the telephone with any boys except their brothers.

Parents and friends are urged to observe the above hours for telephoning as it is desirable not to have class and study hours interrupted, and it is also very difficult to reach students in recreation periods.

Telegraphing

Except in actual emergency, telegrams may be sent only between 2:00 and 3:00 p. m. and 7:00 and 7:15 p. m. on school days, on Saturdays after 11:00 a.m., and on Sundays between 9:30 and 10:00 a. m. and between 5:00 and 6:00. Telegrams should be sent for important matters only, and if not sent collect must be paid for at the time of sending.

Mail

All mail must be posted at the school post office.

Outgoing mails close at 11:30 a. m., 4:30 p. m. and 9:15 p. m.

Incoming mail is placed in the boxes immediately after breakfast, luncheon, and dinner.

Stamps may be purchased immediately after lunch.

Banking

Hours and regulations are posted on bulletin boards.

Service

All requests for special service must go through Miss Coolidge, not through maids or other employees.

Food in Rooms

Fruit, and cookies in tins, may be kept in rooms. Indulgence in other food between meals is disapproved.

Gum Chewing

Gum chewing in public is not permitted.

Smoking

Smoking is not permitted in any place nor on any occasion while students are under the jurisdiction of the school, nor may students smoke in any public place in Andover, even when accompanied by their parents.

Charge Accounts

Pupils are not allowed to open any charge accounts without written permission from parents.

Special Information For Parents

Room Furnishings

Each girl is provided with a single bed, a bureau, straight chairs, a desk, and a bookcase. There are hardwood floors in most of the rooms. Rugs, curtains, bedspreads, lamps, and usually a boudoir or another comfortable chair are provided by the students. Plain cream-colored window curtains of scrim, hemstitched, should be used next the window for the sake of uniformity, but over-draperies may be of any color. Rocking-chairs are not permitted. Roommates should correspond during the summer about necessary purchases for the room.

The school supplies one pair of woolen blankets for each bed, but a warm puff or an extra pair of blankets should be brought by each girl. Sheets to fit a mattress 6 feet by 3 feet, pillow-cases, 20 inches by 32 inches, bath towels, face towels,

table napkins, napkin ring, a shoe bag, a waste paper basket, and two laundry bags must also be provided.

Room decorations should be few and simple. Only one or two framed pictures for the walls, a few framed photographs for the dresser, with the ordinary toilet articles are sufficient.

All articles of clothing as well as sheets, pillow-cases, towels, napkins, bedspreads, rugs and so far as possible other personal articles should be marked with the owner's name.

Victrolas and radios are not allowed in the girls' rooms. No matches, alcohol, or inflammable cleansing fluids may be kept there, nor may any electrical appliances other than lamps be used.

Laundry

The school has its own laundry admirably equipped and carefully managed. No chemicals are used for bleaching. The laundering of bed-linen, towels, napkins and a specified amount of personal apparel is included in the price of tuition. Additional pieces will be charged for at reasonable rates.

Dress Regulations

The dress of students should at all times be simple and appropriate. Only clothing actually needed should be brought to school. (See section on dress on page 13). Elaborate and valuable jewelry should not be brought to the school.

The following articles of dress are definitely required:

1 white uniform tailored dress.

1 white slip to be worn only with the uniform white dress. (This dress and slip must be purchased from Best and

Company through anyone of their stores. Mail orders should be addressed to Miss Ruth King, c/o Best and Company, 1630 Beacon Street, Brookline, Massachusetts. The Abbot white uniform dress and slip will be known to all of the stores of Best and Company. The price of the dress is $15 and that of the slip $1.95. No substitute is permitted for this uniform dress and slip.)

2 or 3 silk or light wool dresses for dinner.

1 long dinner dress for formal occasions.
(Elaborate evening dresses are not allowed. For girls under fifteen an afternoon dress may be substituted for the long dress.)

Tailored dress or suit for street and church wear.

A warm tailored top coat.

1 warm bathrobe.

1 pair of bedroom slippers without heels.
(mules or other wooden heels not permitted)

1 raincoat.

1 pair overshoes.

1 umbrella.

2 pairs low-heeled sport shoes for school wear.
(at least one pair with rubber soles)

1 pair street shoes with Cuban heels.
(Other shoes provided for whatever purpose should not have heels of extreme height.)

1 pair of rubbers which can be worn with the street shoes.

1 pair rubber-soled shoes without heels for tennis players.

Uniform gymnasium outfit (to be purchased from Wright & Ditson on blanks provided for the purpose.)

Stockings of lisle or service weight silk for school wear.

Every girl should be provided with woolen stockings and heavy sweaters as the winter climate provides opportunity for the use of skates, skis, and snowshoes.

Spending Money

A deposit for spending money should be placed in the school bank at the beginning of the school year. The first deposit should be fifty dollars, and must be renewed when exhausted. The weekly allowance for withdrawal should not be more than $1.50. Each girl is furnished with a school bankbook and checkbook. When the deposit is exhausted checks will not be honored. It is expected that a balance of at least five dollars will be left in the bank to each girl's credit over short vacations. Each girl is expected to keep her own account and to plan her expenditures so as to live within her allowance. All money for the personal use of students should be forwarded to the financial secretary who will deposit the money to the girl's account. *Parents are especially requested not to send any money directly to their daughters since in that case no check can be kept on expenditures.*

Physical Tests

Every girl should be vaccinated before entering school unless in the opinion of the family physician vaccination has been so recent that she is sufficiently protected. Please also have your physcian apply the Schick Test for diphtheria and, if there is a positive reaction, the toxin anti-toxin treatment.

Food

The table is bountifully supplied, and in the middle of the morning and the middle of the afternoon milk, cocoa, or

soup, and crackers are provided. Other eating between meals interferes with the appetite of the girls at the table. It is, therefore, urgently requested that no food other than fruit be sent by parents and friends. The only exception to this rule is for birthdays. Please instruct your daughter as to the dangers of unwise dieting so that she does not abstain from the wholesome food she needs, nor over-indulge in ways that will harm her.

Correspondence

Students have little time to spare for letter writing. Correspondence other than with members of the family should be limited. Please assist your daughter to regulate this matter.

Term Bills

Term bills are rendered three times a year.

The following items may be charged on these bills:

Books

Stationery and supplies from the school bookstore

Excess laundry

Chaperonage expenses (individual)

Holidays and Regulations

The times allowed for holidays and vacations should be carefully noted and exactly observed. Parents are urged to make no requests for exceptions to the hours and days designated.

The Thanksgiving holiday is from 9:00 a. m. to 8:00 p. m. Thanksgiving Day. The traditional service is held at 8:15 p. m. Wednesday evening, and parents and friends are cordially invited to attend this service. Girls may go to Thanksgiving dinner with their families or with friends of

the family, if permission is sent from home. For those leaving Andover the distance is limited.

Girls cannot be accommodated at the school before the dates announced for the opening after each vacation, nor can they be kept at the school later than the day announced for closing. (Please consult the calendar in the front of this booklet for these dates.)

Girls taking College Board Examinations in June may leave directly after Commencement on Monday, returning the following Wednesday night by 8:00 o'clock. They then remain at the school without extra charge through the period of review and until their last examination has been taken.

Permissions Required From Parents

Parents of all girls should send to the Principal approved lists of boys whom they are willing to have their daughters receive as callers. Girls in the senior and senior-middle classes may have an "open" calling list if parents so specify in their permission. An "open" list authorizes a girl to receive at the school any boy of whom the school approves.

Permissions for horseback riding must be sent in writing to the Principal. If jumping is to be allowed, this should be included in the permission.

If private lessons in music (piano or voice), art, fencing or social dancing are desired and approved, these should be requested in writing. For cost of lessons in music and art, see catalogue; prices for fencing and ballroom dancing are moderate but vary with the size of the class.

If parents wish the school to make special effort to have their daughters attend concerts by the Boston Symphony

Orchestra, it is desirable that this wish be made known to the Principal as soon as possible after receiving this booklet, for tickets are difficult to obtain. Please state the maximum amount you wish to spend for this purpose during the year.

It is assumed that girls enrolled at Abbot are under the jurisdiction of the school at all times except during vacations, week-end leaves, or at any time when they are with their parents or guardians.

It is assumed also that in placing daughters in the school, parents not only will familiarize themselves with the contents of this booklet but will co-operate sympathetically with the school in obtaining adherence to the spirit as well as to the letter of the regulations.

Letters from parents or guardians with regard to the welfare of students are welcomed. If there are conditions or regulations that are not understood, or if, as may occasionally happen, there are causes of dissatisfaction which are not known to the Principal, they can usually be explained or remedied. It will greatly assist our mutual understanding if you will write freely to the Principal on such matters.